



Job Opportunity City of Kankakee

Position: Vehicle Stickers Cashier

Position Purpose: The Vehicle Stickers Cashier will use systems and related equipment to conduct monetary transactions with customers who are purchasing City Stickers.

Essential Functions (list in order of importance including measures)

- Greets customers as they enter the location.
- Accepts money in the form of cash, credit or debit cards for City Stickers.
- Assists customers with questions or price discrepancies.
- Ensures accurate transactions by balancing cash register at the beginning and end of shift, and sales at the end of shift.
- Assists customers in resolving complaints, or providing information.

General Job Requirements:

- Excellent customer service skills.
- Good verbal communication skills.
- Ability to operate available accounting equipment
- Basic mathematical skills, as needed to make change and complete transactions.
- Knowledgeable about City Sticker related policies and procedures.
- High school diploma or equivalent preferred.

To apply submit resume to Jllexson@citykankakee-il.gov or download application and drop off to Human Resources Department at 304 South Indiana Kankakee, IL 60901